

DDS 56-2962

~~CONFIDENTIAL~~

16 APR 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Position Evaluation Survey of the Office of Communications

REFERENCE : (a) Memorandum from Deputy Director (Support) to Director of Personnel. Subject: Classification Survey, Office of Communications, dated 6 March 1956.

(b) Memorandum from Director of Personnel to Deputy Director (Support). Subject: Position Evaluation Division Survey of the Office of Communications, dated 16 April 1956.

1. This memorandum is for your information only; particular reference is made to paragraph 5.

2. The Position Evaluation Survey was initiated 6 June 1956 after receipt of a proposed T/O from the Office of Communications. This involved proposed upgradings of [redacted] positions.

3. Two Analysts have been assigned to the survey and to date have completed the Signal Center (approximately [redacted] positions) and all fact finding activities in the Security Division [redacted] positions). To insure equity of grade structure and thorough understanding of the responsibilities of each position, detailed individual desk audits have been made.

4. At this date, indications are that there will be grade adjustments both upward and downward, as well as some management problems which will be discussed with the Management Staff.

5. It is anticipated that departmental coverage will be accomplished by 31 October 1956. Further details will have to be worked out as to obtaining current field documentation.

Signed

Harrison G. Reynolds  
Director of Personnel

Attachment  
Status Report

Distribution

0 & 1 - Addressee  
1 - D/Pers  
2 - PED

Processed	<input type="checkbox"/>
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Class. Changed to: TS	3
Date:	1-4-79
By:	38